

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, April 23, 2015, 10:30 a.m.
100 N. Jefferson Street, 6th Floor, Room 604
Green Bay, WI 54301

MEMBERS: William VandeCastle - Chair, Sandra Popp - Vice Chair, Brad Hansen, Brenda Goodlet, and Chiquitta Cotton

OTHERS PRESENT: Robyn Hallet, Kim Flom, Stephanie Schmutzer, Nikki Gerhard, and Sadie DiNatale

APPROVAL OF MINUTES:

1. Approval of the March 19, 2015, minutes of the Green Bay Housing Authority.

A motion was made by B. Hansen and seconded by C. Cotton to approve the meeting minutes of March 19, 2015, as presented. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

2. Discussion and approval of changes to Chapter 3 (Eligibility) of Admissions and Continued Occupancy Plan.

N. Gerhard stated that revisions to Chapter 3 (Eligibility) of the Admissions and Continued Occupancy Plan have been made. The proposed revisions were made mostly to clarify some of the chapter's language and to adjust some of the chapter's policies to be more in line with actual practices.

S. Popp asked for clarification of revisions made to the Live-In Aide section regarding removal of language that requires continued approval. N. Gerhard explained that currently tenants with live-in aides are expected to recertify their need for a live-in aide on an annual basis with a doctor's letter. The proposed language would remove the need for such tenants to get this recertification. So, tenants would only have to get approval once as opposed to every year.

A motion to approve the changes to Chapter 3 (Eligibility) of Admissions and Continued Occupancy Plan was made by C. Cotton. B. Hansen seconded the motion. Motion carried.

3. Approval to award Mason Manor's 1st and 2nd Floor Lobby and Hallway Carpet Replacement to the lowest responsive and responsible bidder, H.J. Martin & Son, for \$12,500.

R. Hallet explained that GBHA staff has decided to replace all common area (hallway and lobbies) carpeting at Mason Manor. The project would be done in phases and thus, two floors of carpet replacement would be accomplished each year. First year/phase

replacements would include the first and second floors at Mason Manor. The GBHA went out for bid for this project through the Purchasing Department at the City of Green Bay and two vendors submitted quotes. H. J Martin was the lowest bidder by approximately \$1,600.

S. Popp asked that as projects like this are introduced, if the bids ever include environmentally/ person-friendly products such as low VOC (Volatile Organic Compounds) paint, glues with fewer chemicals, etc. Not only are these products cleaner for the environment but they are safer for all individuals especially those with allergies, asthma, chemical sensitivities, and other maladies. N. Gerhard stated that this request has never come up but staff does their best with ventilation and other such precautions. N. Gerhard went on to state that this is something that could definitely be looked into.

S. Popp further elucidated that costs may be a bit higher for these alternate products and materials but may be worth it as all people can be affected by this, not just individuals with respiratory or other issues. S. Popp added that these types of products have to be requested at the time of the bid announcement so that contractors know to factor these additional costs in. K. Flom stated that staff could begin to ask for two quotes from each bidder, one for regular products and one using low VOC products.

B. Hansen asked if it would be necessary to go back to H.J. Martin to request an alternate bid to include these cleaner products for the first phase of this project. R. Hallet stated she would ask Purchasing if that was possible. K. Flom stated that it might be easier to pursue this during the second phase as it might not be best to renegotiate prices after the award has already been made. Nevertheless, K. Flom stated that staff could still check with Purchasing. Next year, when the next two floors are put up for bid, these alternate prices would definitely be incorporated. N. Gerhard explained that bids would be going out separately for each set of floors until the project is complete.

B. Hansen stated that if the new, safer materials are used for floors three and four, for instance, the carpeting would not match the first and second floors. N. Gerhard explained that none of the floors would be matching as each floor would be a different color to serve as a unique identifier. Thus, it would not be important for the carpeting to match.

S. Popp inquired about an overriding policy to ensure that contractors will use low Volatile Organic Compounds or avoid other harmful chemicals in building material where feasible and affordable. R. Hallet stated that this item could be placed on the agenda for the May meeting to request approval.

B. Hansen made a motion to approve H.J. Martin & Son's quote for \$12,500 to replace the first and second floor carpets at Mason Manor. B. Goodlet seconded the motion. Motion carried.

4. Approval of Scattered Site Siding and Roofing Replacement project, not to exceed \$35,000.

R. Hallet explained that staff has identified several Scattered Site properties that require new siding and roofing. This project would also be phased. In the first phase, four properties would be rehabbed which has been estimated at about \$35,000. Staff is currently working with the Purchasing Department to put the scope of work together and bid it out. Because of the dollar amount for this project, approval from the Authority is requested before staff

gets too far into the project. When the bids have been received, staff will ask for approval from the Authority again to accept the lowest responsive and responsible bidder.

N. Gerhard stated that the four properties in this phase include 1009 Crooks (requiring siding and roofing replacement), 957 Holzer (requiring siding and roofing replacement), the duplex at 522/524 N Maple (requiring only siding replacement), and the duplex at 835/837 Christiana (requiring only siding replacement).

S. Schmutzer stated that the two properties requiring siding and roofing replacement would be approximately \$10,000 each and the two duplexes requiring only siding replacement would be about \$7,500 each.

W. VandeCastle made a motion to authorize staff to receive quotes for future review by the Authority. S. Popp seconded the motion. Motion carried.

INFORMATIONAL:

5. Review of unofficial PHAS score for 2014.

R. Hallet stated that the Public Housing Assessment Score (PHAS) is a report card-like score received from HUD. PHA's are not necessarily officially scored each year, thus this year the GBHA received an "unofficial score". This score is for the fiscal year ending 2014 and scored a total of 88 out of 100.

R. Hallet explained that the score is broken into four different components: Physical, Financial, Management, and Capital Funds. Each score was reviewed. For the Physical component, which is the REAC inspection, a 37 out of 40 points was received. The REAC inspection is not conducted every year so the score received was what was given to the GBHA back in 2013. In the Financial component, a high score of 25 out of 25 was received. A score of 16 out of 25 was received for the Management component and lastly a score of 10 out of 10 was received for the Capital Funds component.

R. Hallet explained that some of the components have additional sub-indicators. For instance for Capital Funds there two sub-indicators: timeliness of fund obligations and occupancy rates. For Management sub-indicators include occupancy, tenant accounts receivable, accounts payable, neighborhood environment, and physical condition (how old the property is). Additionally separate scores are given for Scattered Sites and Mason Manor and then the two scores are factored into one official score. For Management, Mason Manor scored 17 and Scattered Sites scored 12, making the weighted, combined score a 15.76 (rounded up to 16).

R. Hallet discussed in more depth the accounts receivable sub-indicator of the Management component as zero out of five points was received for both Mason Manor and Scattered Sites. Staff looked into this right away to devise a plan to correct this section so that going forward the GBHA should be hopefully receiving all five points. The issue was that tenants who owe the Authority money were not paying it back. To mitigate this, written agreements to establish repayments are to be developed for every tenant that owes the Authority money. If these written repayment agreements exist the Authority will not get docked points under this category if tenants still do not pay back their debts.

N. Gerhard explained that in the past, staff had verbal agreements with tenants which are not acceptable forms of agreement in the eyes of HUD. Thus, the written agreements will be the Authority's best bet to earn points in the accounts receivable sub-indicator.

R. Hallet asked S. Schmutzer what the response rating was for acquiring the written agreements. S. Schmutzer replied that there has been about a 50 percent response rating. Those that have ignored the request letter will be moved into phase two and receive a phone call about the repayment agreement.

S. Popp commented her surprise that staff was able to find all the tenants that owe money. N. Gerhard and S. Schmutzer explained that they are all current tenants. If they were not current tenants their debts would just be added into TRIP which would then collect their debt through their taxes.

R. Hallet asked what happens after tenants enter into a repayment agreement. S. Schmutzer stated that she will check in with the tenant regularly. N. Gerhard stated that if the tenants do not follow through with their repayments they will be issued a five day notice. The tenant will then have five days to pay the amount in full and if they don't they will have 14 days before they are issued an eviction.

R. Hallet then went on to explain that an even bigger point factor for the management component is the occupancy sub-indicator. This is a sub-indicator that continues to be a struggle but as discussed before there are many obstacles regarding occupancy. R. Hallet elucidated with an example that just recently GBHA had a prospective tenant leased up for a unit with the security deposit paid who at the last minute declined. This is difficult as the process to lease up the unit must begin all over again.

N. Gerhard stated that to receive that maximum amount of points the next time around, there can only be a total of 8 vacant units. This is a goal that staff is vigorously trying to pursue to achieve all of the points possible in the occupancy sub-indicator.

B. Hansen asked how this score helps or hurts the PHA. R. Hallet explained that the score matters in that there is a slight bonus in capital funds for agencies that are high performers. The physical REAC inspections occur less frequently as the PHA scores higher as well. Additionally, there is some streamlining in the five year plan for high performers.

6. HUD proposed rule on Smoke-Free Policy.

R. Hallet made the Authority aware that HUD is proposing a new rule that may mandate all public housing to become smoke-free. The proposed rule is currently in the comment phase. It is nice to know that the GBHA is ahead of the game.

W. VandeCastle asked that R. Hallet keep the Authority updated to ensure that the GBHA is as strict if not stricter in our policies as HUD is in theirs.

7. REAC Inspections scheduled.

R. Hallet explained that a few weeks ago the REAC inspectors schedule a time to inspect both Mason Manor and the Scattered Site locations. Mason Manor's inspections are scheduled for June 24, 2015, and the Scattered Sites inspections are scheduled for July 14 and 15 of 2015.

R. Hallet added that this summer some temporary maintenance staff have been hired which will help get the properties ready.

8. Mason Manor first floor directory installed.

N. Gerhard stated that the first floor directory has been installed and is up and running. N. Gerhard stated that there has always been a directory on the exterior of the building so that people could dial in but the new first floor directory will help assist individuals once they are in the building.

R. Hallet added that the cost for the directory was lower than expected.

9. Cameras to be installed in Mason Manor elevators.

N. Gerhard stated that cameras are scheduled to be installed in Mason Manor's elevators on May 7, 2015. Each elevator will have to be shut down for a period of time while maintenance takes place. Staff is currently coordinating elevator maintenance so that there will be working elevators at all times while installation takes place.

10. Section 3 Plan being prepared.

R. Hallet stated that staff is in the process of creating a Section 3 Plan. R. Hallet explained that her predecessor may have created one in the past but since the transition the Plan has not been discovered.

S. Popp asked what a Section 3 Plan was to which R. Hallet replied it is a requirement that to the greatest extent feasible PHAs provide economic opportunity for low-income individuals or business opportunities for business that employ low-income individuals. As one potential example, outreach could be done during GBHA construction projects to seek out business who employ people of low-income economic means.

W. VandeCastle stated that in connection with the Section 3 Plan legislation may require the GBHA to additionally establish a mentoring program to mentor new businesses that employs such demographics. Northeast Wisconsin Technical College (NWTC) currently offers such mentoring programs and is funded through the Stadium District. Basically, the program trains individuals who are starting up new businesses and plan to employ low-income individuals. W. VandeCastle concluded that this may be an option for the GBHA to utilize or it could at least serve as a contact point.

N. Gerhard added that utilizing a mentoring program is an option for PHAs even if the PHA does not plan to employ the company. Instead the PHA would pay out a 10 percent portion of training costs. Additionally, she learned at WAHA that since the GBHA hires casual employees of low-income economic means, the GBHA may already be meeting Section 3 requirements.

S. Popp asked what casual employees were to which N. Gerhard replied that they are residents of Mason Manor that do maintenance or office work for GBHA.

C. Cotton stated that another option could be a starting a reading kick-off program or establishing a partnership with another such program for children to prepare them for

school. This would help strengthen the community by putting the community's youth on track. Other such classes or training programs could be offered to tenants to empower GBHA residents or teach them how to budget, clean their homes, and/or keep a clean environment in and outside their homes.

N. Gerhard stated that in the past they have mandated housekeeping training as part of tenant agreement with the GBHA. Unfortunately these trainings have proven unsuccessful thus far but for residents who are interested staff would definitely not be opposed to this avenue.

R. Hallet asked N. Gerhard if K. Vang has had time to establish a resident workshop series (to teach residents how to care for their homes) as was discussed in the past. N. Gerhard stated that K. Vang has not yet had the time or resources to accomplish this task.

W. VandeCastle stated that NeighborWorks Green Bay hosts many workshops and classes that empower residents in a multitude of ways. N. Gerhard stated that they have mandated certain residents to attend certain classes of NeighborWorks in the past.

S. Popp stated that even if certain classes could be offered at Mason Manor, residents of Scattered Site may choose to attend. S. Popp suggested looking into classes or workshops offered by UW-Extensions as they could come to Mason Manor to host these trainings.

FINANCIAL REPORT AND BILLS:

S. Schmutzer summarized the financial report stating that the GBHA is a little over the threshold that HUD would prefer as it relates to our projected reserves. S. Schmutzer stated that she has been unable to enter in the wages for the last few pay periods as there have been some discrepancies regarding allocation of funds. This discrepancy is currently being address and it is expected to be adjusted by next month. There is currently an approximately \$80,000 discrepancy. Generally GBHA wages run about \$20,000 per month.

S. Popp asked what a door finger pull is which was listed on page one of the check details. N. Gerhard stated that it is a door accessory for a closet.

C. Cotton asked what the RN Community Outreach is which was listed on the check details. N. Gerhard stated that it is the in-house nurse that comes every Monday and Wednesday of the month for Mason Manor residents. The nurse provides various services for free or for a small fee depending on the service.

W. VandeCastle made a motion to approve and place the financial report on file. B. Hansen seconded the motion. Motion carried.

S. Popp made a motion to approve the bills which was seconded by C. Cotton. Motion carried.

STAFF REPORT:

11. Langan Investigations report for the month of February and March 2015.

R. Hallet verbally reported the information provided on the written Langan Investigation Report for the month of February and March of 2015.

A motion was made by W. VandeCastle to place the February and March Langan Reports on file. S. Popp seconded the motion. Motion carried.

12. Occupancy Report for the month of March 2015.

N. Gerhard reported the upcoming vacancies and occupancy rate.

A motion was made by W. VandeCastle to accept and place on file, seconded by C. Cotton. Motion carried.

R. Hallet added two additional staff report items. The first was in regards to City Hall's parking pass renewals. The City is currently renewing all parking passes for the year. Forms were passed out to the Authority members.

R. Hallet introduced the seconded added staff report item regarding the recent WAHA conference in which several commissioners and staff attended. C. Chiquitta, N. Gerhard, and B. Hansen reviewed and shared insight on the workshops that they attended.

The GBHA meeting of April 23, 2015 adjourned at 11:52 am with a motion made by S. Popp which was seconded by C. Cotton.

sd: rah